

Instructions for Using the Online System, 2013

Go to the website: https://jc.activeoutdoorsolutions.com/wi_ises/login/login.do

If you have never logged in, select the “First Time Users” heading and follow the prompts.

https://jc.activeoutdoorsolutions.com/wi_ises/login/login.do

WI Safety Education Instruc...

File Edit View Favorites Tools Help

Trap... devT... Furb... Educ... MyDNR WOLF... GovD... Bure... Orde... DEW... WI S... Wolf... Page...

Wisconsin Department of Natural Resources

[DNR Home](#) | [Using This Site](#) | [Legal Notices](#) | [Contact DNR](#)

USER LOGIN

To use this site, enter your instructor number and password.

Instructor #:

Password:

[LOG IN](#)

Your account will be locked after 3 failed attempts. Use the [Forgot Password](#) link to recover password.

[Forgot Password?](#)

Welcome to the Wisconsin Department of Natural Resources Recreation Safety Instructor Web Site!

Who is this site for?
This site is for DNR certified recreational safety instructors. Only active, certified instructors are allowed use of this site.

What can I do here?

- Add, change, review and delete your class announcements.
- Change your personal information (limited).
- Request class materials.
- View, print, download or save-to-disk various class materials.
- Post, review, print and update your class rosters.
- Submit completed rosters upon course completion.
- Submission of class fees.

How do I start?
You start by logging into the safety instructor site using the login box on the left. Help screens are present to assist you as you use the site.

Note: You will be automatically logged out **after thirty minutes** of inactivity.

[FAQ](#)

First Time Users
Certified Instructors use this link to create your Safety Instructor Internet account.

How do I become a Volunteer Safety Education Instructor?

Release 1.4.1.0001j

If you do not have an instructor number, contact the Assistant Furbearer Ecologist to obtain one, 608-261-6452, or Geriann.albers@wisconsin.gov

After you have setup your account, log in on the main screen:

https://jc.activeoutdoorsolutions.com/wi_ises/login/login.do

File Edit View Favorites Tools Help

Trap... devT... Furb... Educ... MyDNR WOLF... GovD... Bure... Orde... DEVW... WI S... Wolf... Page...

Wisconsin Department of Natural Resources

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[FAQ](#)

Release 1.4.1.0001j

First Time Users
Certified Instructors use this link to create your Safety Instructor Internet account.

How do I become a Volunteer Safety Education Instructor?

Once you log in, you will see this screen:

https://jc.activeoutdoorsolutions.com/wi_ises/app/main.do?method=init

File Edit View Favorites Tools Help

Trap... devT... Furb... Educ... MyDNR WOLF... GovD... Bure... Orde... DEVW... WI S... Wolf... Page...

Wisconsin Department of Natural Resources

Change Password

Add A New Class

View/Update Class and/or Student Information

Class History

Update My Instructor Information

Instructor Education

Forms

Policy & Procedures

Teaching Tips

Upcoming Workshops

Send Comments/Suggestions

Logout

Hello GERIANN ALBERS

Welcome to the safety instructor web site. Our goal is to make this site as useful to you as possible. We welcome your comments and suggestions. We thank you for your dedication and appreciate your efforts in teaching Wisconsin citizens the proper safety techniques and principles. To get started, choose one of the menu options on the left.

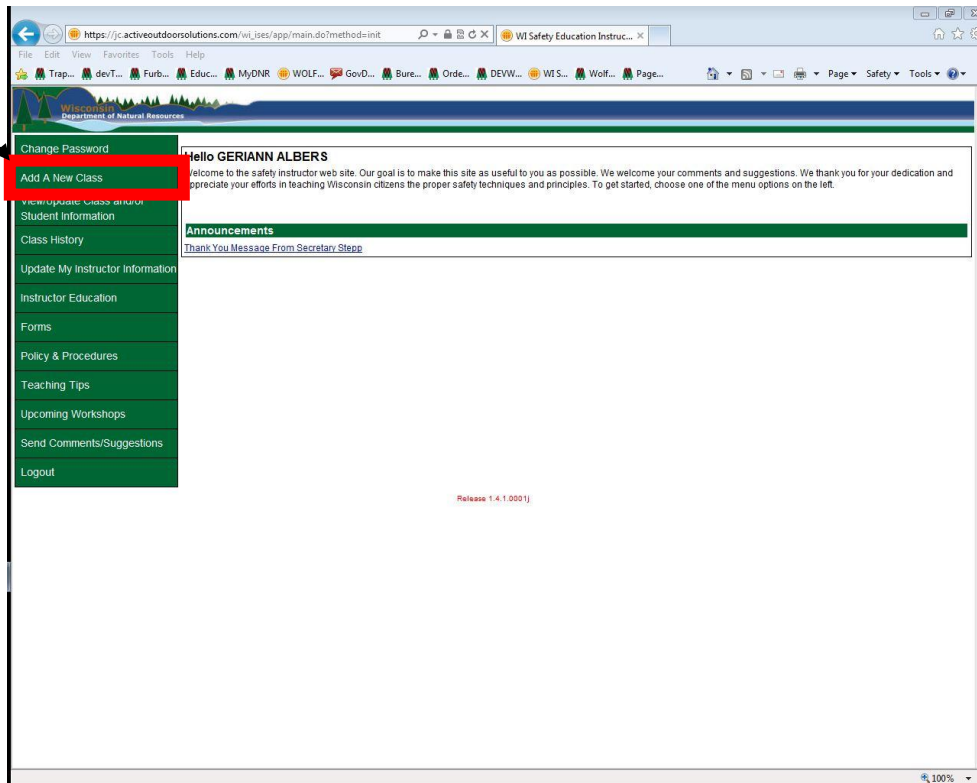
Announcements

[Thank You Message From Secretary Stepien](#)

Release 1.4.1.0001j

ADD A NEW CLASS

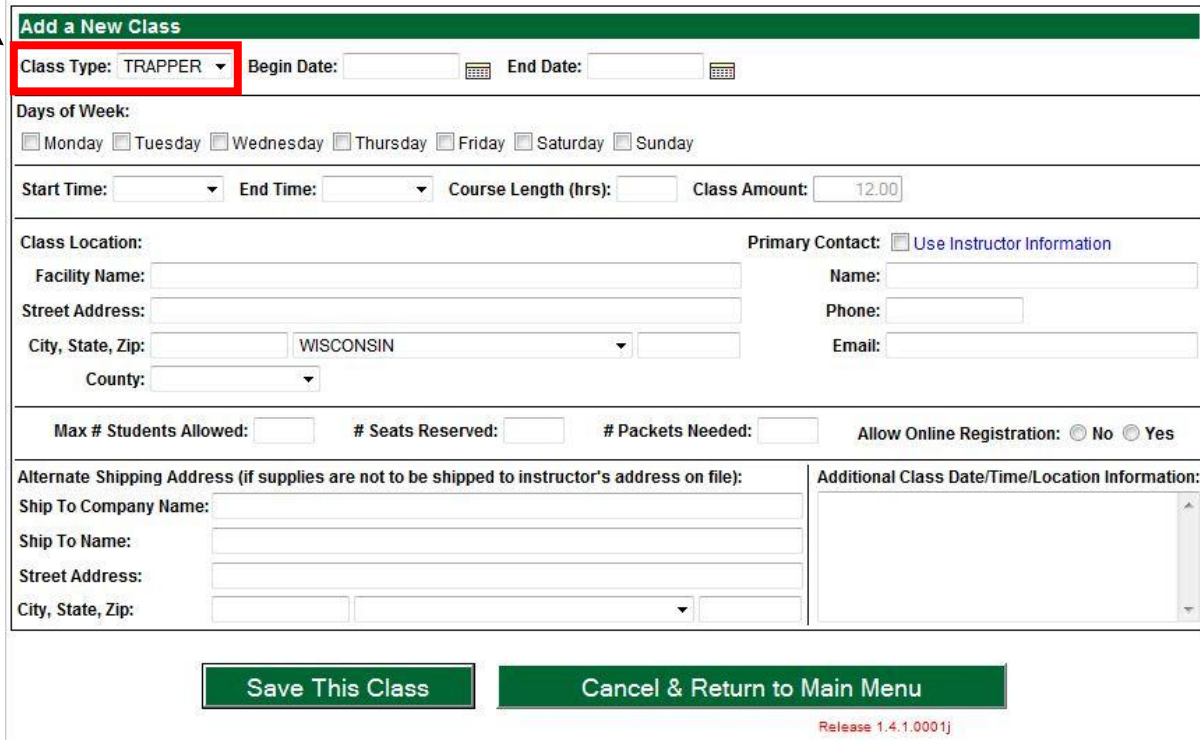
Now, there are a few things you can do from here. First, we will go through how to create a new class. Select “Add a New Class” from the menu on the left.



Then you will see this screen.

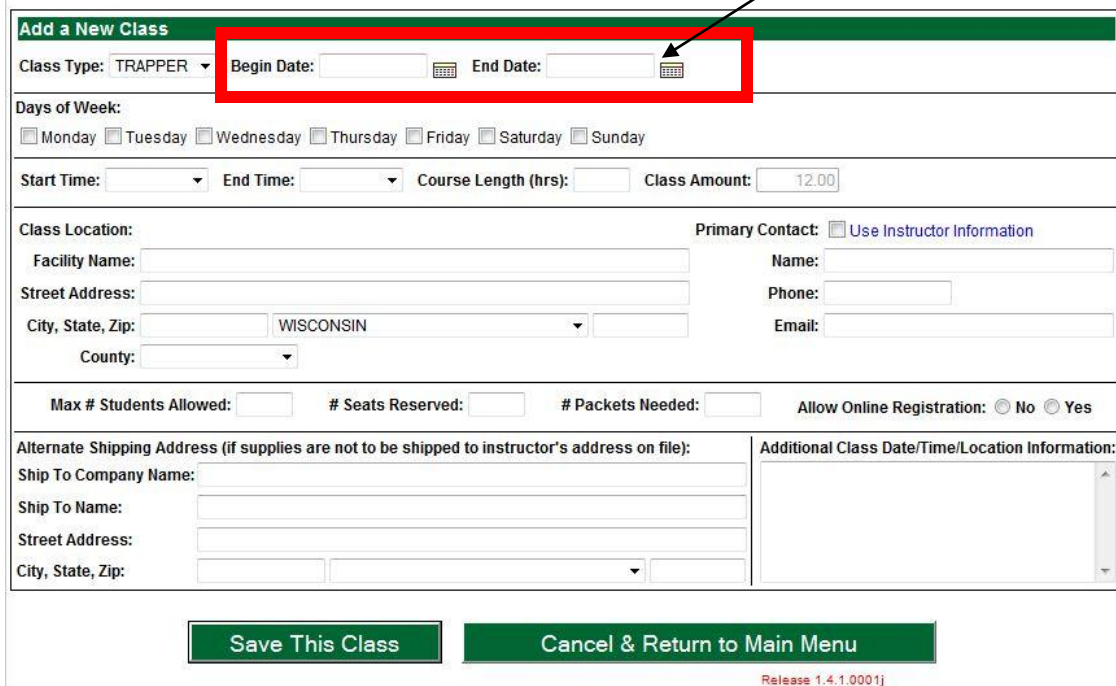
A screenshot of the 'Add a New Class' form in the Wisconsin Department of Natural Resources website. The form is titled 'Add a New Class' and contains several sections for input. The 'Class Type' is set to 'TRAPPER'. The 'Begin Date' and 'End Date' fields are empty. The 'Days of Week' section has checkboxes for Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. The 'Start Time' and 'End Time' fields are empty, and the 'Course Length (hrs)' is set to 12.00. The 'Class Amount' is set to 12.00. The 'Class Location' section includes fields for 'Facility Name', 'Street Address', 'City, State, Zip', and 'County'. The 'Primary Contact' section includes fields for 'Name', 'Phone', and 'Email'. The 'Max # Students Allowed', '# Seats Reserved', and '# Packets Needed' fields are empty. The 'Allow Online Registration' section has radio buttons for 'No' and 'Yes'. The 'Alternate Shipping Address (if supplies are not to be shipped to instructor's address on file)' section includes fields for 'Ship To Company Name', 'Ship To Name', 'Street Address', 'City, State, Zip', and 'Additional Class Date/Time/Location Information'. At the bottom of the form, there are two green buttons: 'Save This Class' and 'Cancel & Return to Main Menu'. A small red text string 'Release 1.4.1.0001' is visible at the bottom of the page.

Next step is to fill out the form. Start by making sure the “Class Type” is set to Trapper



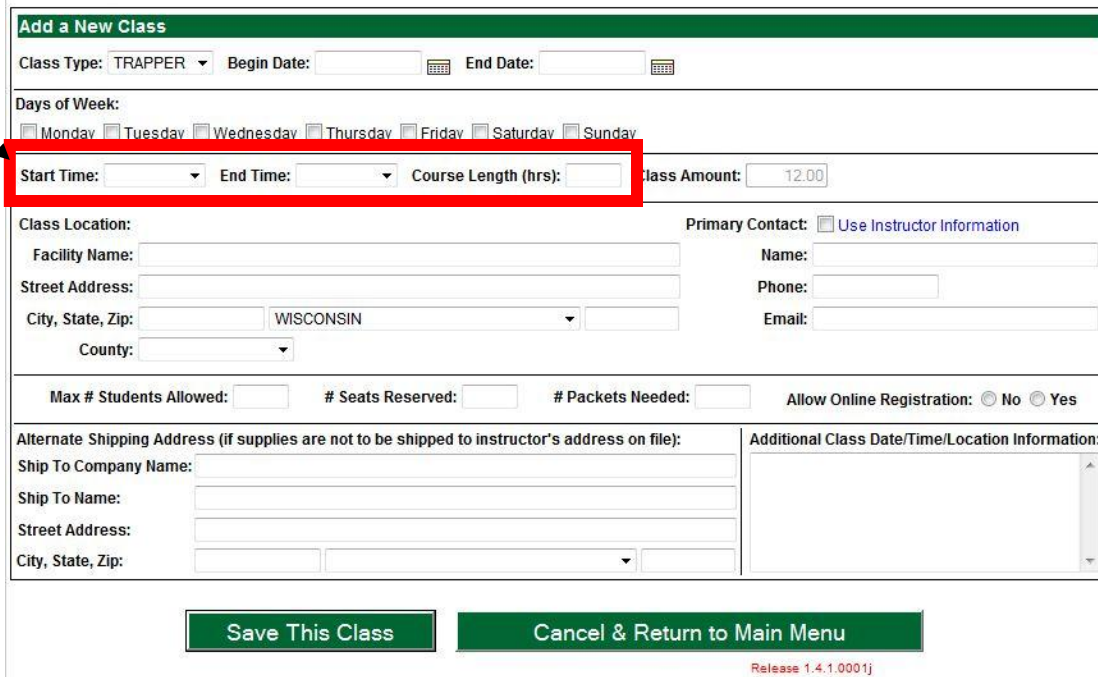
The screenshot shows the 'Add a New Class' form. The 'Class Type' dropdown menu is highlighted with a red box and contains the text 'TRAPPER'. An arrow points to this box from the left. The form includes fields for 'Begin Date' and 'End Date' with calendar icons, 'Days of Week' checkboxes, 'Start Time', 'End Time', 'Course Length (hrs)', and 'Class Amount' (set to 12.00). It also has sections for 'Class Location' (Facility Name, Street Address, City, State, Zip, County) and 'Primary Contact' (Name, Phone, Email, Use Instructor Information checkbox). At the bottom, there are fields for 'Max # Students Allowed', '# Seats Reserved', '# Packets Needed', and 'Allow Online Registration' (No/Yes radio buttons). A section for 'Alternate Shipping Address' and 'Additional Class Date/Time/Location Information' is also present. Two green buttons at the bottom are labeled 'Save This Class' and 'Cancel & Return to Main Menu'. The release number 'Release 1.4.1.0001j' is visible in the bottom right corner.

Then select the start and end date of you class



The screenshot shows the 'Add a New Class' form. The 'Begin Date' and 'End Date' fields, each with a calendar icon, are highlighted with a red box. An arrow points to the 'End Date' calendar icon from the right. The form includes fields for 'Class Type' (set to TRAPPER), 'Days of Week' checkboxes, 'Start Time', 'End Time', 'Course Length (hrs)', and 'Class Amount' (set to 12.00). It also has sections for 'Class Location' (Facility Name, Street Address, City, State, Zip, County) and 'Primary Contact' (Name, Phone, Email, Use Instructor Information checkbox). At the bottom, there are fields for 'Max # Students Allowed', '# Seats Reserved', '# Packets Needed', and 'Allow Online Registration' (No/Yes radio buttons). A section for 'Alternate Shipping Address' and 'Additional Class Date/Time/Location Information' is also present. Two green buttons at the bottom are labeled 'Save This Class' and 'Cancel & Return to Main Menu'. The release number 'Release 1.4.1.0001j' is visible in the bottom right corner.

You can select days of the week the class will be occurring, but it is optional. Next, set the start and end time for the class. Fill in the course length for the class. If your start times are variable, you can make note of that in the additional information later. Put the start time for the first day of your class, and what time it ends on the last day.



Add a New Class

Class Type: Begin Date: End Date:

Days of Week:
☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Start Time: **End Time:** **Course Length (hrs):** **Class Amount:**

Class Location:
Facility Name:
Street Address:
City, State, Zip: WISCONSIN
County:

Primary Contact: ☐ Use Instructor Information
Name:
Phone:
Email:

Max # Students Allowed: # Seats Reserved: # Packets Needed: Allow Online Registration: ☐ No ☐ Yes

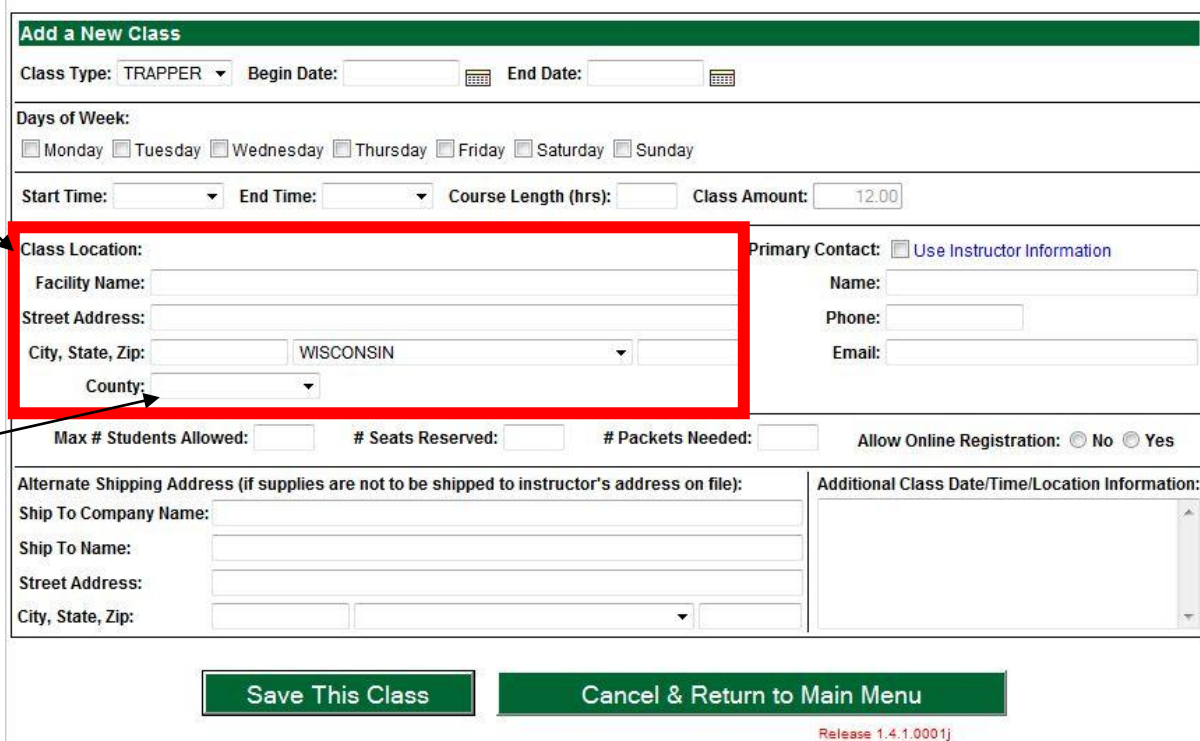
Alternate Shipping Address (if supplies are not to be shipped to instructor's address on file):
Ship To Company Name:
Ship To Name:
Street Address:
City, State, Zip:

Additional Class Date/Time/Location Information:

Save This Class **Cancel & Return to Main Menu**

Release 1.4.1.0001j

Next, fill out the information on the location of the class. Keep in mind, the address you provide should be for where the students are going, not your personal address. Don't forget to select your county from the drop down menu.



Add a New Class

Class Type: Begin Date: End Date:

Days of Week:
☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Start Time: **End Time:** **Course Length (hrs):** **Class Amount:**

Class Location:
Facility Name:
Street Address:
City, State, Zip: WISCONSIN
County:

Primary Contact: ☐ Use Instructor Information
Name:
Phone:
Email:

Max # Students Allowed: # Seats Reserved: # Packets Needed: Allow Online Registration: ☐ No ☐ Yes

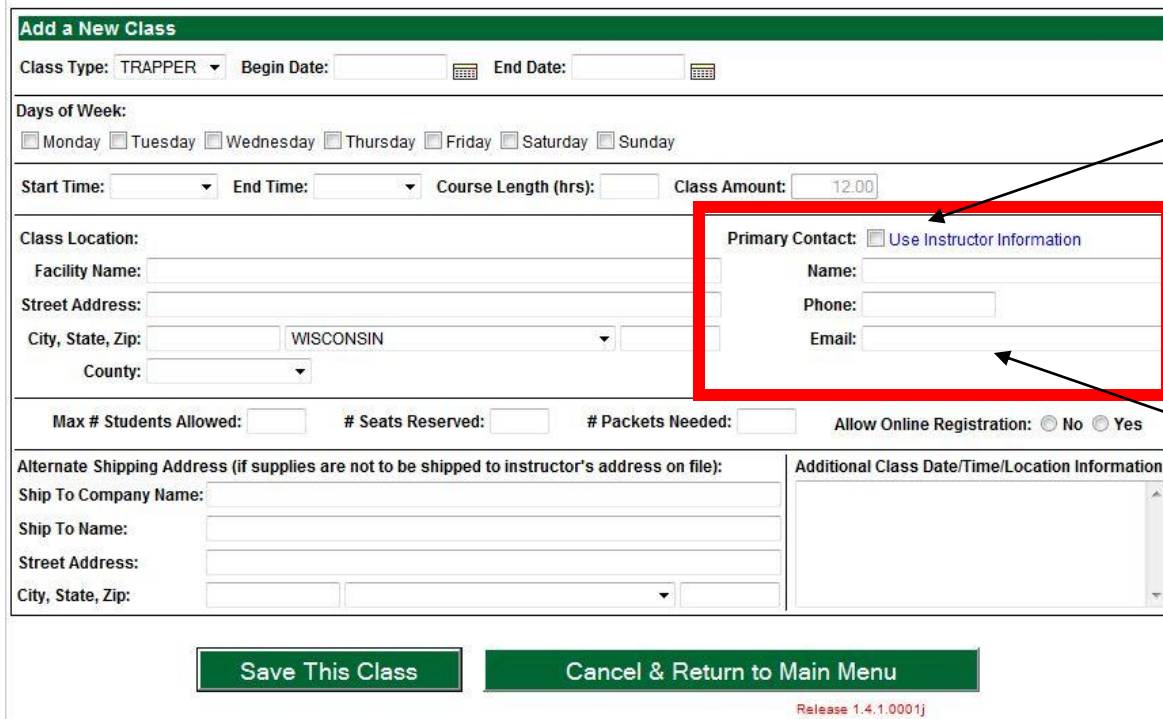
Alternate Shipping Address (if supplies are not to be shipped to instructor's address on file):
Ship To Company Name:
Ship To Name:
Street Address:
City, State, Zip:

Additional Class Date/Time/Location Information:

Save This Class **Cancel & Return to Main Menu**

Release 1.4.1.0001j

Then, you will give the contact information for the class. If you are the main instructor, you can check the “Use Instructor Information” box. If you want someone else to be the primary contact, put their information into the boxes.



Add a New Class

Class Type: Begin Date: End Date:

Days of Week:
☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Start Time: End Time: Course Length (hrs): Class Amount:

Class Location:
Facility Name:
Street Address:
City, State, Zip: WISCONSIN
County:

Primary Contact: ☐ Use Instructor Information
Name:
Phone:
Email:

Max # Students Allowed: # Seats Reserved: # Packets Needed: Allow Online Registration: ☐ No ☐ Yes

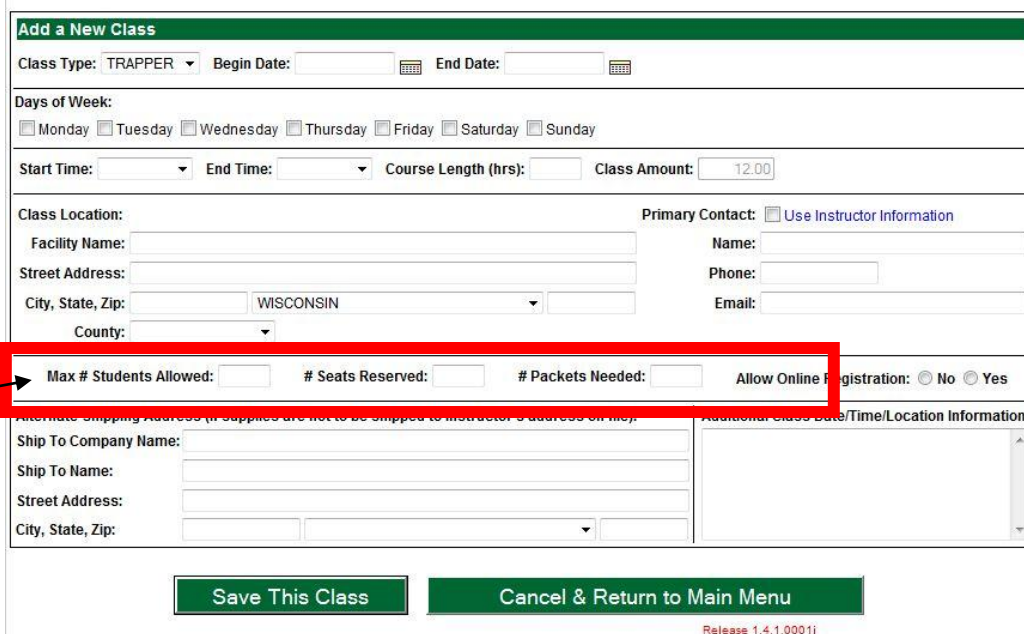
Alternate Shipping Address (if supplies are not to be shipped to instructor's address on file):
Ship To Company Name:
Ship To Name:
Street Address:
City, State, Zip:

Additional Class Date/Time/Location Information:

Save This Class **Cancel & Return to Main Menu**

Release 1.4.1.0001j

Next, you will put in the maximum class size. If you have students who have signed up by phone or email already, you can put in “# Seats Reserved” to save spots for those folks. **For “# Packets Needed”, put 0.** Contact The WTA Statewide Coordinator (John Irwin, 715-341-7596; jdi1956@yahoo.com) WDNR Statewide Trapper Ed Coordinator (Geriann Albers, 608-261-6452, Geriann.albers@wisconsin.gov) to order Trapper Ed supplies.



Add a New Class

Class Type: Begin Date: End Date:

Days of Week:
☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Start Time: End Time: Course Length (hrs): Class Amount:

Class Location:
Facility Name:
Street Address:
City, State, Zip: WISCONSIN
County:

Primary Contact: ☐ Use Instructor Information
Name:
Phone:
Email:

Max # Students Allowed: # Seats Reserved: # Packets Needed: Allow Online Registration: ☐ No ☐ Yes

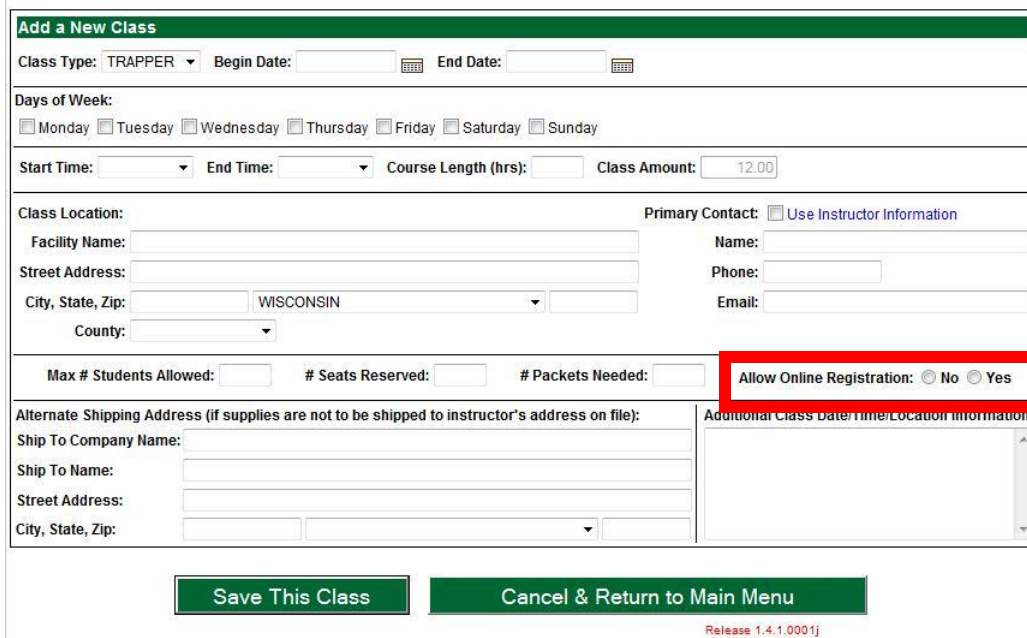
Alternate Shipping Address (if supplies are not to be shipped to instructor's address on file):
Ship To Company Name:
Ship To Name:
Street Address:
City, State, Zip:

Additional Class Date/Time/Location Information:

Save This Class **Cancel & Return to Main Menu**

Release 1.4.1.0001j

The “Allow Online Registration” allows a student to click a button to sign up for the class. You then go in to contact the students or manage the list as necessary after the class is full. If you would like to try this, you may, but otherwise say “No” and have the students call or email you to sign up as you have in the past. You can leave the “Alternate Shipping Address” blank. Keep in mind if you do allow Online Registration, you may contact your students through this system. More on that later, but students so far are often confused by that option so you may want to leave it as calling or email sign up for now.



The screenshot shows the 'Add a New Class' form. The 'Allow Online Registration' field is highlighted with a red rectangle and an arrow pointing to it. The form includes fields for Class Type (TRAPPER), Begin Date, End Date, Days of Week (Monday through Sunday), Start Time, End Time, Course Length (hrs), Class Amount (12.00), Class Location (Facility Name, Street Address, City, State, Zip, County), Primary Contact (Name, Phone, Email), Max # Students Allowed, # Seats Reserved, # Packets Needed, Alternate Shipping Address (Ship To Company Name, Ship To Name, Street Address, City, State, Zip), and Additional Class Date/Time/Location Information.

Add a New Class

Class Type: Begin Date: End Date:

Days of Week:
☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Start Time: End Time: Course Length (hrs): Class Amount:

Class Location:
Facility Name:
Street Address:
City, State, Zip: WISCONSIN
County:

Primary Contact: ☐ Use Instructor Information
Name:
Phone:
Email:

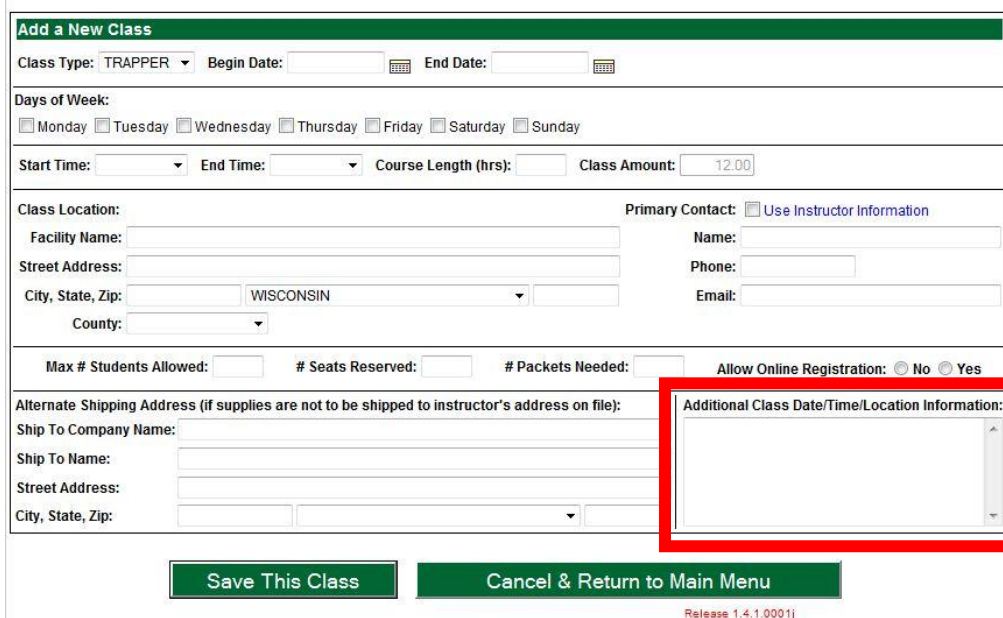
Max # Students Allowed: # Seats Reserved: # Packets Needed: Allow Online Registration: ☐ No ☒ Yes

Alternate Shipping Address (if supplies are not to be shipped to instructor's address on file):
Ship To Company Name:
Ship To Name:
Street Address:
City, State, Zip:

Additional Class Date/Time/Location Information:

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In “Additional Class Date/Time/Location Information” box is where you can add details about the class. List every day the class meets, and start time for each day. Let folks know if they need to do anything in advance to confirm they are attending (like come to a sign-in night). Anything like that can go in that box.



The screenshot shows the 'Add a New Class' form. The 'Additional Class Date/Time/Location Information' field is highlighted with a red rectangle and an arrow pointing to it. The form includes fields for Class Type (TRAPPER), Begin Date, End Date, Days of Week (Monday through Sunday), Start Time, End Time, Course Length (hrs), Class Amount (12.00), Class Location (Facility Name, Street Address, City, State, Zip, County), Primary Contact (Name, Phone, Email), Max # Students Allowed, # Seats Reserved, # Packets Needed, Alternate Shipping Address (Ship To Company Name, Ship To Name, Street Address, City, State, Zip), and Additional Class Date/Time/Location Information.

Add a New Class

Class Type: Begin Date: End Date:

Days of Week:
☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Start Time: End Time: Course Length (hrs): Class Amount:

Class Location:
Facility Name:
Street Address:
City, State, Zip: WISCONSIN
County:

Primary Contact: ☐ Use Instructor Information
Name:
Phone:
Email:

Max # Students Allowed: # Seats Reserved: # Packets Needed: Allow Online Registration: ☐ No ☒ Yes

Alternate Shipping Address (if supplies are not to be shipped to instructor's address on file):
Ship To Company Name:
Ship To Name:
Street Address:
City, State, Zip:

Additional Class Date/Time/Location Information:

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Finally, select “Save This Class”. If you did not fill out something that needs to be filled out, you will receive a prompt at the top of the screen in red letters and the sections you skipped will appear in red text.

The screenshot shows the 'Add a New Class' form with several error messages highlighted in red text:

- Class Location Facility Name is required.
- Class Location Street Address is required.
- Begin Date must be greater than or equal to today's date.
- Primary Contact Phone is invalid.

The form fields are as follows:

- Class Type:** TRAPPER
- Begin Date:** 05/07/2013
- End Date:** 05/07/2013
- Days of Week:** Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday
- Start Time:** 08:00 AM
- End Time:** 05:00 PM
- Course Length (hrs):** 8
- Class Amount:** 12.00
- Class Location:**
 - Facility Name:** (empty)
 - Street Address:** (empty)
 - City, State, Zip:** MADISON, WISCONSIN, 53707
 - County:** DANE
- Primary Contact:** ☒ Use Instructor Information
 - Name:** GERIANN ALBERS
 - Phone:** 0
 - Email:** GERIANN.ALBERS@WISCONSIN.GOV
- Note:** Information entered or edited in this area will be stored for this class only. For permanent changes to instructor information, click on "Update My Instructor Information" on the main menu.
- Max # Students Allowed:** 1
- # Seats Reserved:** 1
- # Packets Needed:** 0
- Allow Online Registration:** ☒ No ☐ Yes
- Alternate Shipping Address (if supplies are not to be shipped to instructor's address on file):**
 - Ship To Company Name:** (empty)
 - Ship To Name:** (empty)
 - Street Address:** (empty)
 - City, State, Zip:** (empty)
- Additional Class Date/Time/Location Information:** TEST CLASS

Buttons: Save This Class, Cancel & Return to Main Menu

Release 1.4.1.0001j

A correctly filled out class should look like this.

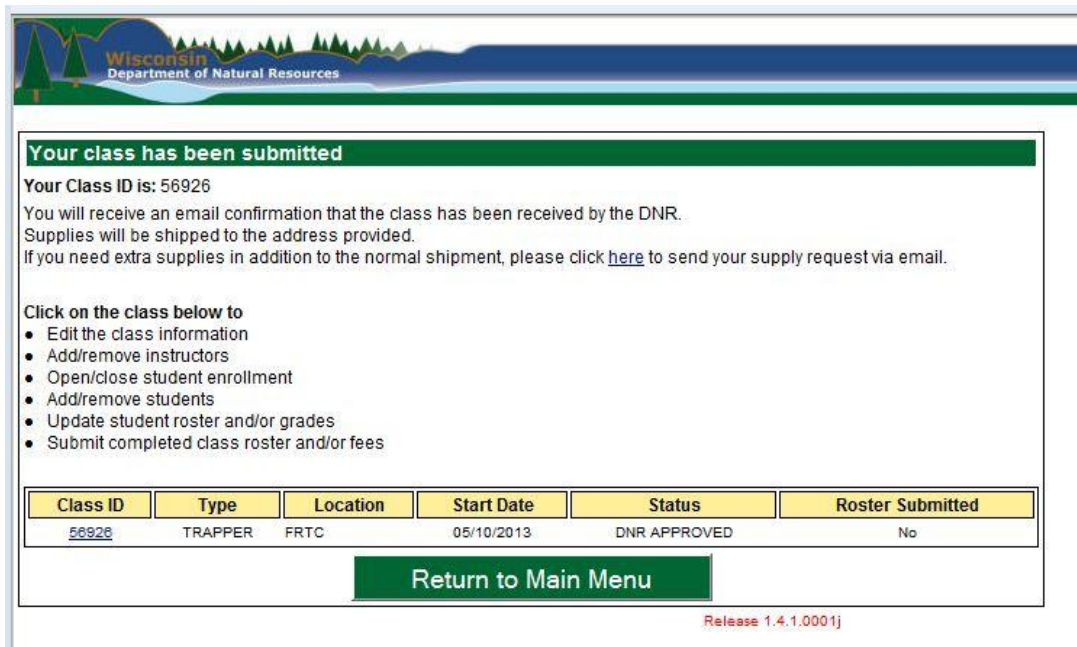
The screenshot shows the 'Add a New Class' form with the following data entered:

- Class Type:** TRAPPER
- Begin Date:** 05/10/2013
- End Date:** 05/10/2013
- Days of Week:** Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday
- Start Time:** 08:00 AM
- End Time:** 05:00 PM
- Course Length (hrs):** 8
- Class Amount:** 12.00
- Class Location:**
 - Facility Name:** FRTC
 - Street Address:** 4439 BUCKLEY RD
 - City, State, Zip:** MADISON, WISCONSIN, 53707
 - County:** DANE
- Primary Contact:** ☒ Use Instructor Information
 - Name:** GERIANN ALBERS
 - Phone:** (608)261-6452
 - Email:** GERIANN.ALBERS@WISCONSIN.GOV
- Note:** Information entered or edited in this area will be stored for this class only. For permanent changes to instructor information, click on "Update My Instructor Information" on the main menu.
- Max # Students Allowed:** 1
- # Seats Reserved:** 1
- # Packets Needed:** 0
- Allow Online Registration:** ☒ No ☐ Yes
- Alternate Shipping Address (if supplies are not to be shipped to instructor's address on file):**
 - Ship To Company Name:** (empty)
 - Ship To Name:** (empty)
 - Street Address:** (empty)
 - City, State, Zip:** (empty)
- Additional Class Date/Time/Location Information:** TEST CLASS. FIRST DAY STARTS AT 8 AM. SECOND DAY BEGINS AT 9 AM. MUST ATTEND ORIENTATION AT 6 PM ON THURSDAY, MAY 9.

Buttons: Save This Class, Cancel & Return to Main Menu

Release 1.4.1.0001j

Then after you select “Save This Class”, you should see a screen like this.



The screenshot shows a web interface for the Wisconsin Department of Natural Resources. At the top is a header with a logo and the text "Wisconsin Department of Natural Resources". Below this is a green banner that reads "Your class has been submitted". The main content area contains the following text: "Your Class ID is: 56926", "You will receive an email confirmation that the class has been received by the DNR.", "Supplies will be shipped to the address provided.", and "If you need extra supplies in addition to the normal shipment, please click [here](#) to send your supply request via email." Below this text is a list of actions: "Click on the class below to" followed by a bulleted list: "Edit the class information", "Add/remove instructors", "Open/close student enrollment", "Add/remove students", "Update student roster and/or grades", and "Submit completed class roster and/or fees". At the bottom of the main content area is a table with the following data:

Class ID	Type	Location	Start Date	Status	Roster Submitted
56926	TRAPPER	FRTC	05/10/2013	DNR APPROVED	No

Below the table is a green button that reads "Return to Main Menu". At the bottom right of the page, there is a small red text string: "Release 1.4.1.0001j".

You will also receive an email to the email account you provide that confirms the class was submitted successfully that will look like this:

Safety Education Class ID 56926 submitted

NO-REPLY@ACTIVENETWORK.COM

Sent: Fri 05/10/2013 11:06 AM

To: Albers, Geriann F - DNR

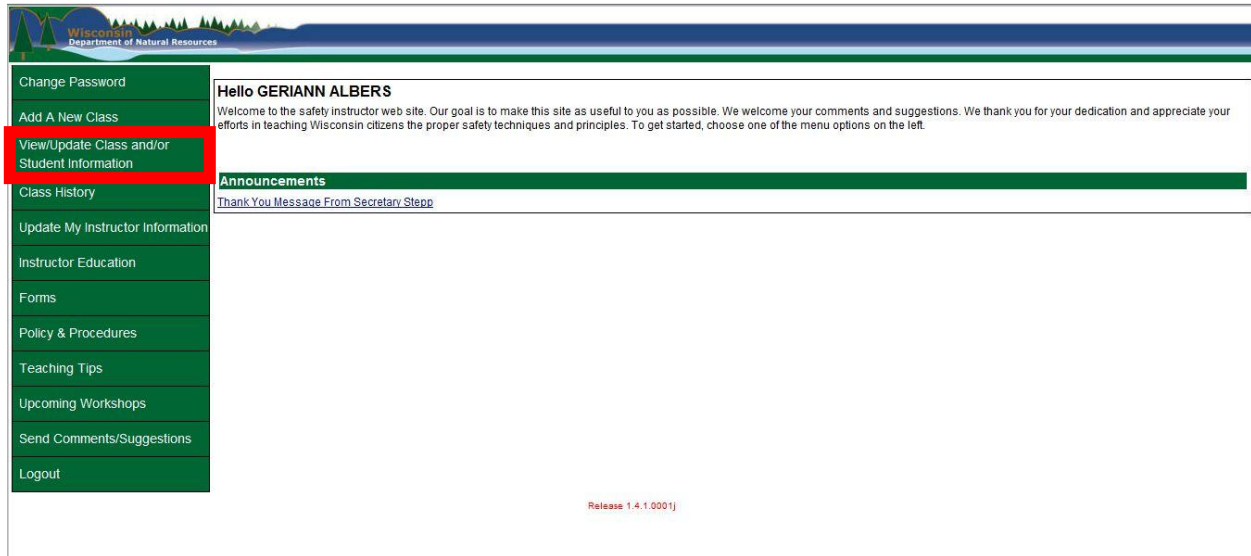
PLEASE DO NOT REPLY TO THIS EMAIL

Your safety education class has been successfully submitted. The class ID number is 56926. If you have any questions regarding your online class registration please e-mail DNRLESafety@Wisconsin.gov. Please include the class ID number and your instructor number on any correspondence. Direct all other questions to your Recreational Safety Warden.

Thank you

MODIFYING A CLASS

From the successfully submitted screen, select “Return to Main Menu”. From here, you may view/update your class and add student information. From the Main Screen, select “View/Update Class and/or Student Information”.



Wisconsin Department of Natural Resources

Change Password

Add A New Class

View/Update Class and/or Student Information

Class History

Update My Instructor Information

Instructor Education

Forms

Policy & Procedures

Teaching Tips

Upcoming Workshops

Send Comments/Suggestions

Logout

Hello GERIANN ALBERS

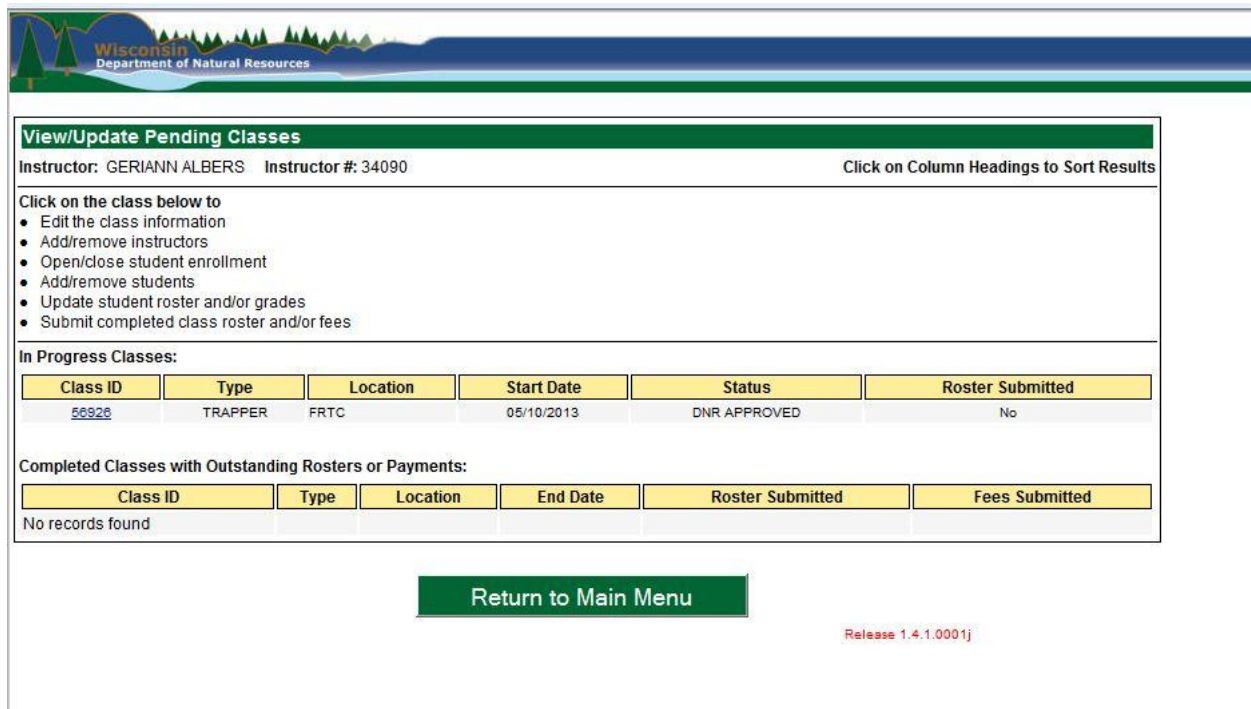
Welcome to the safety instructor web site. Our goal is to make this site as useful to you as possible. We welcome your comments and suggestions. We thank you for your dedication and appreciate your efforts in teaching Wisconsin citizens the proper safety techniques and principles. To get started, choose one of the menu options on the left.

Announcements

[Thank You Message From Secretary Stepp](#)

Release 1.4.1.0001j

You will then see a screen listing any in-progress classes, as well as any completed class with outstanding rosters or payments (meaning you haven't submitted them yet).



Wisconsin Department of Natural Resources

View/Update Pending Classes

Instructor: GERIANN ALBERS Instructor #: 34090 Click on Column Headings to Sort Results

Click on the class below to

- Edit the class information
- Add/remove instructors
- Open/close student enrollment
- Add/remove students
- Update student roster and/or grades
- Submit completed class roster and/or fees

In Progress Classes:

Class ID	Type	Location	Start Date	Status	Roster Submitted
56926	TRAPPER	FRTC	05/10/2013	DNR APPROVED	No

Completed Classes with Outstanding Rosters or Payments:

Class ID	Type	Location	End Date	Roster Submitted	Fees Submitted
No records found					

[Return to Main Menu](#)

Release 1.4.1.0001j

If you click on the “Class ID” for your class, it will take you to the class screen.

View/Update Pending Classes

Instructor: GERIANN ALBERS Instructor #: 34090 [Click on Column Headings to Sort Results](#)

Click on the class below to

- Edit the class information
- Add/remove instructors
- Open/close student enrollment
- Add/remove students
- Update student roster and/or grades
- Submit completed class roster and/or fees

In Progress Classes:

Class ID	Type	Location	Start Date	Status	Roster Submitted
56926	TRAPPER	FRTC	05/10/2013	DNR APPROVED	No

Completed Classes with Outstanding Rosters or Payments:

Class ID	Type	Location	End Date	Roster Submitted	Fees Submitted
No records found					

[Return to Main Menu](#)

Release 1.4.1.0001j

Class Screen:

Update Class

Class Type: TRAPPER Begin Date: 05/10/2013 End Date: 05/10/2013

Days of Week:

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☒ Friday ☐ Saturday ☐ Sunday

Start Time: 08:00 AM End Time: 05:00 PM Course Length (hrs): 8 Class Amount: 12.00

Class Location:

Facility Name: FRTC

Street Address: 4439 BUCKLEY RD

City, State, Zip: MADISON WISCONSIN 53707

County: DANE

Primary Contact: ☒ Use Instructor Information

Name: GERIANN ALBERS

Phone: (608)261-6452

Email: GERIANN.ALBERS@WISCONSIN.GOV

Note: Information entered or edited in this area will be stored for this class only. For permanent changes to instructor information, click on "Update My Instructor Information" on the main menu.

Students Currently Enrolled: 0 Max # Students Allowed: 1 # Seats Reserved: 1 # Packets Needed: 0 Allow Online Registration: ☒ No ☐ Yes

Alternate Shipping Address (if supplies are not to be shipped to instructor's address on file):

Ship To Company Name:

Ship To Name:

Street Address:

City, State, Zip:

Additional Class Date/Time/Location Information:

TEST CLASS. FIRST DAY STARTS AT 8 AM. SECOND DAY BEGINS AT 9 AM. MUST ATTEND ORIENTATION AT 6 PM ON THURSDAY, MAY 9.

Additional Instructors:

Name	Type	Hours	Phone
GERIANN ALBERS	MAIN	8.0	Edit Hours

[Add Conservation Warden](#) [Add Instructor\(s\)](#)

[Return to Main Menu](#) [Save Class Updates](#) [Manage Students](#)

[Submit Final Roster and/or Class Fees](#)

Release 1.4.1.0001j

From this screen, you can add Instructors and Conservation Wardens

Update Class

Class Type: TRAPPER Begin Date: 05/10/2013 End Date: 05/10/2013

Days of Week:
☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☒ Friday ☐ Saturday ☐ Sunday

Start Time: 08:00 AM End Time: 05:00 PM Course Length (hrs): 8 Class Amount: 12.00

Class Location:
Facility Name: FRTC
Street Address: 4439 BUCKLEY RD
City, State, Zip: MADISON WISCONSIN 53707
County: DANE

Primary Contact: ☒ Use Instructor Information
Name: GERIANN ALBERS
Phone: (608)261-6452
Email: GERIANN.ALBERS@WISCONSIN.GOV

Note: Information entered or edited in this area will be stored for this class only. For permanent changes to instructor information, click on "Update My Instructor Information" on the main menu.

Students Currently Enrolled: 0 Max # Students Allowed: 1 # Seats Reserved: 1 # Packets Needed: 0 Allow Online Registration: ☒ No ☐ Yes

Alternate Shipping Address (if supplies are not to be shipped to instructor's address on file):
Ship To Company Name:
Ship To Name:
Street Address:
City, State, Zip:

Additional Class Date/Time/Location Information:
TEST CLASS. FIRST DAY STARTS AT 8 AM. SECOND DAY BEGINS AT 9 AM. MUST ATTEND ORIENTATION AT 6 PM ON THURSDAY, MAY 9.

Additional Instructors:

Name	Type	Hours	Phone	
GERIANN ALBERS	MAIN	8.0		Edit Hours

Add Conservation Warden
Add Instructor(s)

[Return to Main Menu](#) [Save Class Updates](#) [Manage Students](#)
[Submit Final Roster and/or Class Fees](#)

To add an instructor, select the add instructor box. You will need to enter their Instructor Number and the number of volunteer hours for the class. It is very important to add ALL instructors who assisted. This is how apprentice instructors get credit for their two courses and how instructors stay active in the system. If an instructor does not assist with a class for several years, they will be locked out of the system and become “inactive”.

Manage Instructors

Class ID #: 56926 Class Type: TRAPPER Class Dates: 05/10/2013 to 05/10/2013

Instructor Number: Volunteer Hours this Class:

Add Instructor

Additional Instructors:

Name	Type	Hours	Phone	
GERIANN ALBERS	MAIN	8.0		Edit Hours

[Return to Class](#) [Return to Main Menu](#)

Once you've entered an instructor number and hours, they will appear below your name. You can add Instructors before or after the class, it does not matter. If you add them before the class, and something happens and they can't attend, you can always delete them from the roster. After you've added all instructors, select "Return to Class".

Manage Instructors

Class ID #: 56926 Class Type: TRAPPER Class Dates: 05/10/2013 to 05/10/2013

Instructor Number: Volunteer Hours this Class:

Add Instructor

Additional Instructors:

Name	Type	Hours	Phone	
GERIANN ALBERS	MAIN	8.0		Edit Hours
JOHN F OLSON	ADDITIONAL	8.0	(715)685-2934	Delete Edit Hours

Return to Class **Return to Main Menu**

Release 1.4.1.0001j

To add a warden, select the "Add Conservation Warden" button.

Update Class

Class Type: TRAPPER Begin Date: 05/10/2013 End Date: 05/10/2013

Days of Week: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☒ Friday ☐ Saturday ☐ Sunday

Start Time: 08:00 AM End Time: 05:00 PM Course Length (hrs): 8 Class Amount: 12.00

Class Location: Primary Contact: ☒ Use Instructor Information

Facility Name: FRTC Name: GERIANN ALBERS

Street Address: 4439 BUCKLEY RD Phone: (608)261-6452

City, State, Zip: MADISON WISCONSIN 53707 Email: GERIANN.ALBERS@WISCONSIN.GOV

County: DANE

Note: Information entered or edited in this area will be stored for this class only. For permanent changes to instructor information, click on "Update My Instructor Information" on the main menu.

Students Currently Enrolled: 0 Max # Students Allowed: 1 # Seats Reserved: 1 # Packets Needed: 0 Allow Online Registration: ☒ No ☐ Yes

Alternate Shipping Address (if supplies are not to be shipped to instructor's address on file):

Ship To Company Name: Additional Class Date/Time/Location Information: TEST CLASS. FIRST DAY STARTS AT 8 AM. SECOND DAY BEGINS AT 9 AM. MUST ATTEND ORIENTATION AT 6 PM ON THURSDAY, MAY 9.

Ship To Name: City, State, Zip:

Street Address:

Additional Instructors:


Name	Type	Hours	Phone	
GERIANN ALBERS	MAIN	8.0		Edit Hours

Add Conservation Warden **Add Instructor(s)**

Return to Main Menu **Save Class Updates** **Manage Students**

Submit Final Roster and/or Class Fees

Release 1.4.1.0001j



Add a Conservation Warden

Class ID #: 56926 Class Type: TRAPPER Class Dates: 05/10/2013 to 05/10/2013

Please choose from any of the fields below to search for the conservation warden who will provide the law enforcement presentation for your class.

Instructor Number:

County: DANE ▼

RSW Region: CATHERINA NOOYEN - REGION ▼


Warden Last Name:

Search

Cancel & Return to Class **Cancel & Return to Main Menu**

Release 1.4.1.0001j

If you know the Warden's instructor number, great. You can enter it. If not, you can search by last name. Make sure you set "County" to "All" and "RSW Region" to "All". Then enter the last name and select the "Warden ID" of the correct warden.



Add a Conservation Warden

Class ID #: 56926 Class Type: TRAPPER Class Dates: 05/10/2013 to 05/10/2013

Please choose from any of the fields below to search for the conservation warden who will provide the law enforcement presentation for your class.

Instructor Number:

County: ALL COUNTIES ▼

RSW Region: ALL ▼

Warden Last Name: KROEPLIN

Search

Please select a Warden ID from the 1 record(s) below to add to your class.

Warden ID	Name	Status
21025	NATHAN A KROEPLIN	Warden-Active

Cancel & Return to Class **Cancel & Return to Main Menu**

Release 1.4.1.0001j

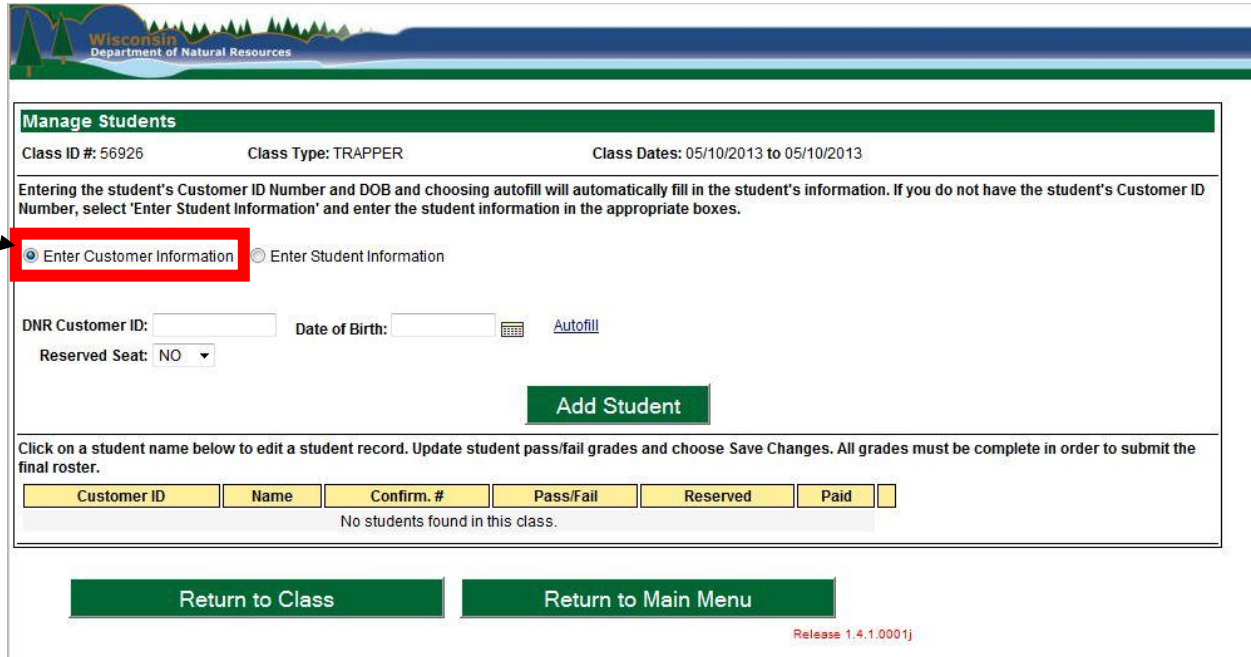
After you have selected the appropriate “warden id” number, you will see this screen. This will give you directions to get a hold of a warden if you have not already lined one up and confirm they have been added to your class. From here, select “Return to Class”.

The screenshot shows the 'Add a Conservation Warden' screen. At the top is the Wisconsin Department of Natural Resources logo. Below it is a green header bar with the title 'Add a Conservation Warden'. The main content area has a message: 'The selected Conservation Warden was successfully added to your class instructor list.' Below this is a paragraph of instructions: 'Please make contact with the selected Conservation Warden to arrange a date and time for the law enforcement presentation. If you are unsure of the conservation warden's phone number contact your local RSW or the DNR Call Center at 1-888-936-7463.' At the bottom are two large green buttons: 'Return to Class' and 'Return to Main Menu'. A small red text 'Release 1.4.1.0001j' is visible in the bottom right corner.

The next important thing you will need to do from this screen is “Manage Students”.

The screenshot shows the 'Update Class' screen. At the top is the Wisconsin Department of Natural Resources logo. Below it is a green header bar with the title 'Update Class'. The form contains several sections: 'Class Type' (TRAPPER), 'Begin Date' (05/10/2013), 'End Date' (05/10/2013), 'Days of Week' (Friday selected), 'Start Time' (08:00 AM), 'End Time' (05:00 PM), 'Course Length (hrs)' (8), 'Class Amount' (12.00), 'Class Location' (Facility Name: FRTC, Street Address: 4439 BUCKLEY RD, City, State, Zip: MADISON, WISCONSIN, 53707, County: DANE), 'Primary Contact' (Name: GERIANN ALBERS, Phone: (608)261-6452, Email: GERIANN.ALBERS@WISCONSIN.GOV), 'Note: Information entered or edited in this area will be stored for this class only. For permanent changes to instructor information, click on "Update My Instructor Information" on the main menu.', '# Students Currently Enrolled: 0', 'Max # Students Allowed: 1', '# Seats Reserved: 1', '# Packets Needed: 0', 'Allow Online Registration: No', 'Alternate Shipping Address (if supplies are not to be shipped to instructor's address on file):', 'Ship To Company Name:', 'Ship To Name:', 'Street Address:', 'City, State, Zip:', 'Additional Class Date/Time/Location Information: TEST CLASS. FIRST DAY STARTS AT 8 AM. SECOND DAY BEGINS AT 9 AM. MUST ATTEND ORIENTATION AT 6 PM ON THURSDAY, MAY 9.', 'Additional Instructors:' table with columns Name, Type, Hours, Phone, and buttons 'Add Conservation Warden' and 'Add Instructor(s)'. The table contains one row for GERIANN ALBERS, MAIN, 8.0, and a link 'Edit Hours'. At the bottom are four large green buttons: 'Return to Main Menu', 'Save Class Updates', 'Manage Students' (highlighted with a red box and an arrow), and 'Submit Final Roster and/or Class Fees'. A small red text 'Release 1.4.1.0001j' is visible in the bottom right corner.

When adding students, you have two options to add them. You can either add by Customer Information, or enter Student Information. For Customer Information you will need their DNR customer ID number and their Date of Birth. For Student Information, you will need name, date of birth, address, city, state, zip, and phone. You can also ask for email, but that is optional. You can switch between the views by selecting the appropriate bubble.



Wisconsin Department of Natural Resources

Manage Students

Class ID #: 56926 Class Type: TRAPPER Class Dates: 05/10/2013 to 05/10/2013

Entering the student's Customer ID Number and DOB and choosing autofill will automatically fill in the student's information. If you do not have the student's Customer ID Number, select 'Enter Student Information' and enter the student information in the appropriate boxes.

☒ Enter Customer Information ☐ Enter Student Information

DNR Customer ID: Date of Birth: [Autofill](#)

Reserved Seat: NO ▾

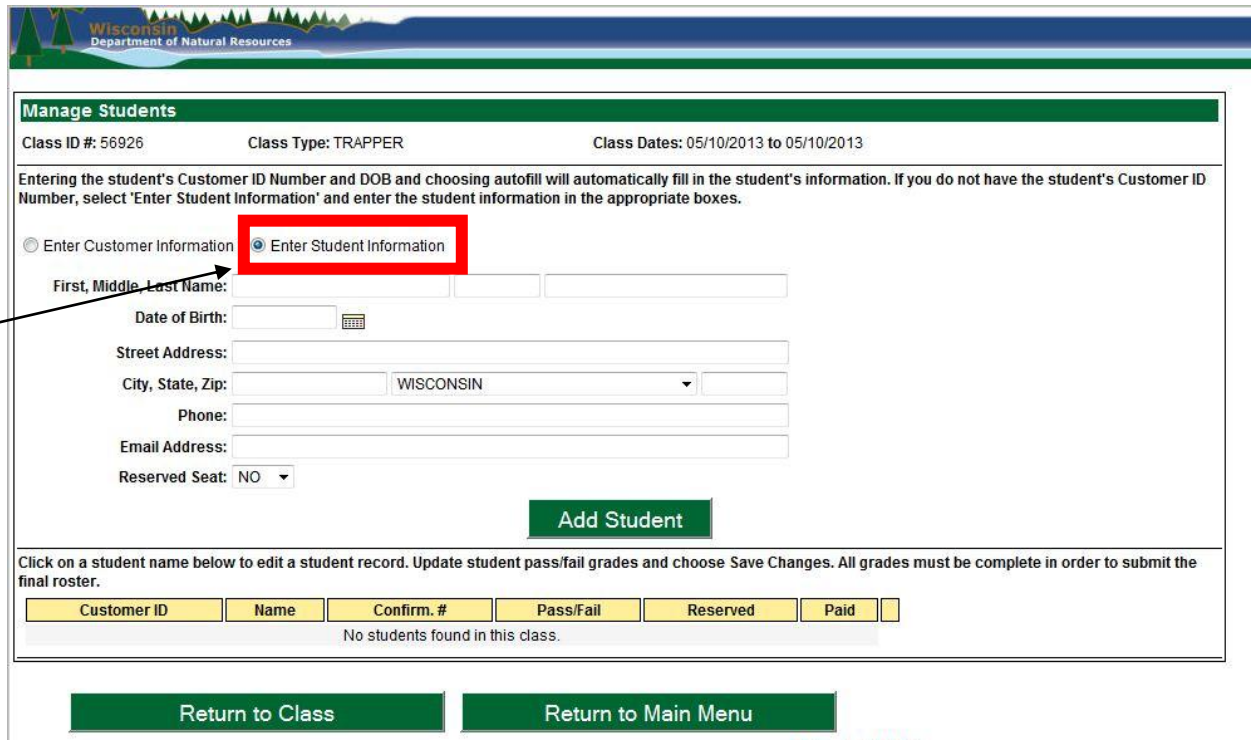
Add Student

Click on a student name below to edit a student record. Update student pass/fail grades and choose Save Changes. All grades must be complete in order to submit the final roster.

Customer ID	Name	Confirm. #	Pass/Fail	Reserved	Paid	
No students found in this class.						

Return to Class **Return to Main Menu**

Release 1.4.1.0001j



Wisconsin Department of Natural Resources

Manage Students

Class ID #: 56926 Class Type: TRAPPER Class Dates: 05/10/2013 to 05/10/2013

Entering the student's Customer ID Number and DOB and choosing autofill will automatically fill in the student's information. If you do not have the student's Customer ID Number, select 'Enter Student Information' and enter the student information in the appropriate boxes.

☐ Enter Customer Information ☒ Enter Student Information

First, Middle, Last Name:

Date of Birth: [Autofill](#)

Street Address:

City, State, Zip: WISCONSIN ▾

Phone:

Email Address:

Reserved Seat: NO ▾

Add Student

Click on a student name below to edit a student record. Update student pass/fail grades and choose Save Changes. All grades must be complete in order to submit the final roster.

Customer ID	Name	Confirm. #	Pass/Fail	Reserved	Paid	
No students found in this class.						

Return to Class **Return to Main Menu**

Release 1.4.1.0001j

Once you've added a student, their name will appear along with a confirmation number. The system will only let you add as many students as your maximum, so if you decide to allow more students than you originally specified, you will need to go back to the class page and increase your maximum number of students allowed. Once you add as many students as your maximum, the options to add customer or student information will gray out and be unselectable. If a student drops out of the class, you may delete them from the roster.

Wisconsin Department of Natural Resources

• Non-Reserved seats are full. The student has been given a reserved seat.

Manage Students

Class ID #: 56926 Class Type: TRAPPER Class Dates: 05/10/2013 to 05/10/2013

Entering the student's Customer ID Number and DOB and choosing autofill will automatically fill in the student's information. If you do not have the student's Customer ID Number, select 'Enter Student Information' and enter the student information in the appropriate boxes.

☒ Enter Customer Information ☐ Enter Student Information

DNR Customer ID: Date of Birth:

Reserved Seat:

Click on a student name below to edit a student record. Update student pass/fail grades and choose Save Changes. All grades must be complete in order to submit the final roster.

Customer ID	Name	Confirm. #	Pass/Fail	Reserved	Paid	
968507574	MEAGHAN E CIBARICH	131518565	<input type="text"/>	YES	<input type="checkbox"/>	Delete

[Send Email To Students](#)

[Print Roster](#)

[Save Changes](#)

[Print Student Certificates](#)

[Return to Class](#) [Return to Main Menu](#)

Release 1.4.1.0001j

Once you have added students, or they have added themselves if you allow online registration, you may email them by selecting “Send Email to Students”.

Wisconsin Department of Natural Resources

• Non-Reserved seats are full. The student has been given a reserved seat.

Manage Students

Class ID #: 56926 Class Type: TRAPPER Class Dates: 05/10/2013 to 05/10/2013

Entering the student's Customer ID Number and DOB and choosing autofill will automatically fill in the student's information. If you do not have the student's Customer ID Number, select 'Enter Student Information' and enter the student information in the appropriate boxes.

☒ Enter Customer Information ☐ Enter Student Information

DNR Customer ID: Date of Birth:

Reserved Seat:

Click on a student name below to edit a student record. Update student pass/fail grades and choose Save Changes. All grades must be complete in order to submit the final roster.

Customer ID	Name	Confirm. #	Pass/Fail	Reserved	Paid	
968507574	MEAGHAN E CIBARICH	131518565	<input type="text"/>	YES	<input type="checkbox"/>	Delete

[Send Email To Students](#)

[Print Roster](#)

[Save Changes](#)

[Print Student Certificates](#)

[Return to Class](#) [Return to Main Menu](#)

Release 1.4.1.0001j

Then you will see the below screen and you can draft your email. Keep in mind, only students with email addresses online will receive the email.

The screenshot shows a web browser window with the URL https://jc.activeoutdoorsolutions.com/wi_ises/app/sendEmail.do?method=init. The browser's address bar and tabs are visible. The page header features the Wisconsin Department of Natural Resources logo and a navigation bar with various icons and labels like 'Trap...', 'devT...', 'Furb...', 'Educ...', 'MyDNR', 'WOLF...', 'GovD...', 'Bure...', 'Orde...', 'DEVW...', and 'WI S...'. The main content area is titled 'Send Email to Students' in a green header. Below the header, there are two lines of blue text: 'Only students with a valid email address on file will receive your email.' and 'Student emails will be delivered via blind carbon copy (BCC) to address privacy concerns.' The form includes fields for 'To:', 'CC:', and 'From:'. The 'From:' field is pre-filled with 'GERIANN.ALBERS@WISCONSIN.GOV'. The 'Subject:' field is pre-filled with 'Class ID: 56756 Class Type: TRAPPER Class Begin Date: 03/01/2013 Class End Date: 03/03/20'. There is a large text area for the 'Message:'. At the bottom of the form, there are two buttons: 'Cancel & Return to Class' and 'Send'. The text 'Release 1.4.1.0001k' is visible in the bottom right corner of the browser window.

Send Email to Students

Only students with a valid email address on file will receive your email.
Student emails will be delivered via blind carbon copy (BCC) to address privacy concerns.

To:

CC:

From: GERIANN.ALBERS@WISCONSIN.GOV

Subject: Class ID: 56756 Class Type: TRAPPER Class Begin Date: 03/01/2013 Class End Date: 03/03/20

Message:

Release 1.4.1.0001k

AFTER CLASS

When your class is near completion, you can print temporary student certificates if you would like. To do so, select the “print student certificates” button.

Wisconsin Department of Natural Resources

• Non-Reserved seats are full. The student has been given a reserved seat.

Manage Students

Class ID #: 56926 Class Type: TRAPPER Class Dates: 05/10/2013 to 05/10/2013

Entering the student's Customer ID Number and DOB and choosing autofill will automatically fill in the student's information. If you do not have the student's Customer ID Number, select 'Enter Student Information' and enter the student information in the appropriate boxes.

☒ Enter Customer Information ☐ Enter Student Information

DNR Customer ID: Date of Birth:

Reserved Seat:

Click on a student name below to edit a student record. Update student pass/fail grades and choose Save Changes. All grades must be complete in order to submit the final roster.

Customer ID	Name	Confirm. #	Pass/Fail	Reserved	Paid	
968507574	MEAGHAN E CIBARICH	131518565	<input type="text"/>	YES	<input type="checkbox"/>	Delete

[Send Email To Students](#)

[Print Roster](#)

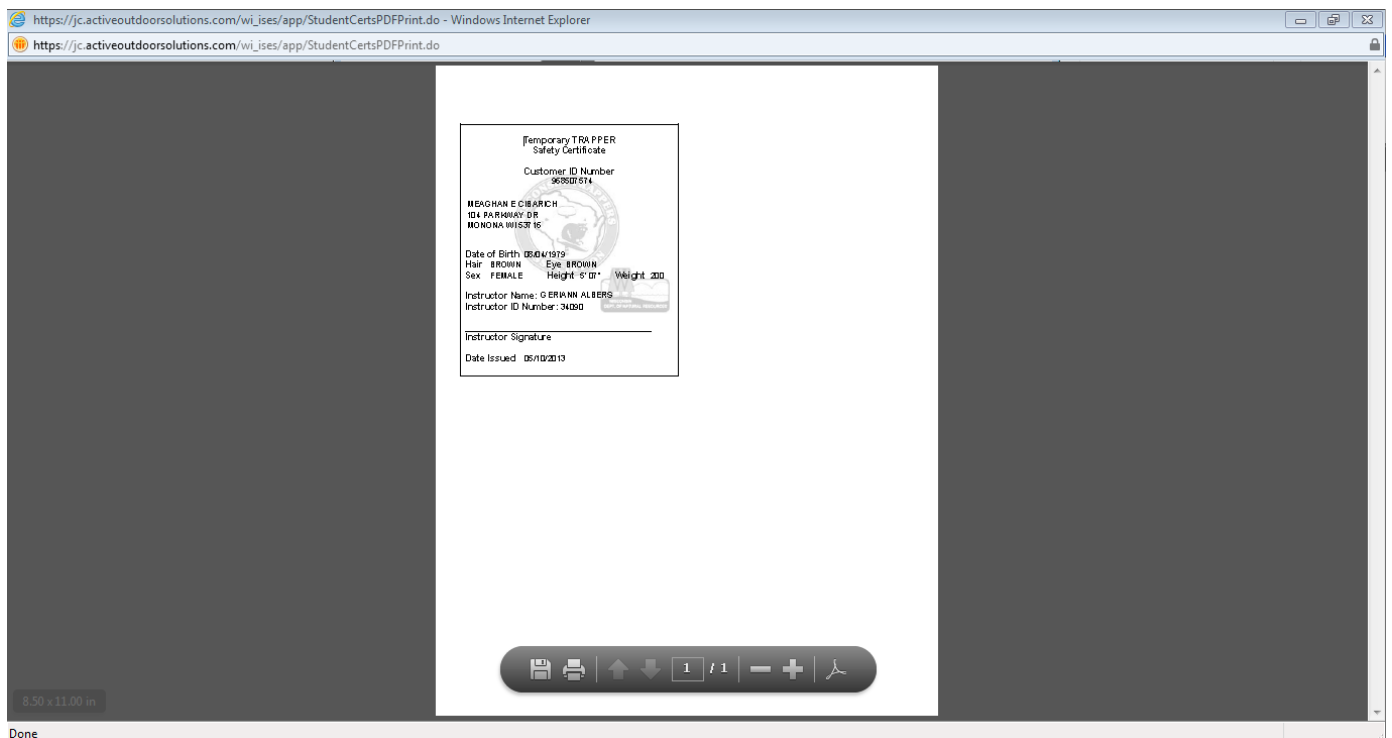
[Save Changes](#)

[Print Student Certificates](#)

[Return to Class](#) [Return to Main Menu](#)

Release 1.4.1.0001j

The certificates will look like this:



Students will get their permanent certificates in the mail, but these can be temporary until they get them. There is a place for you to sign and these can be given out at “graduation” along with their patches and yellow copies of their triplicate form. Triplicate forms still need to be filled out and submitted with a copy of the roster!

After the class is over, you select whether the student passed or failed.


The screenshot shows the 'Manage Students' interface for Class ID #: 56926, Class Type: TRAPPER, and Class Dates: 05/10/2013 to 05/10/2013. It includes instructions for entering student information and a table of students. The student MEAGHAN E CIBARICH (Customer ID: 968507574, Confirm. #: 131518565) is highlighted with a red box around the 'PASS' grade in the 'Pass/Fail' column. An arrow points to the 'PASS' dropdown menu. On the right, there are buttons for 'Send Email To Students', 'Print Roster', 'Save Changes', and 'Print Student Certificates'. At the bottom, there are 'Return to Class' and 'Return to Main Menu' buttons. A release version 'Release 1.4.1.0001j' is noted at the bottom right.

Customer ID	Name	Confirm. #	Pass/Fail	Reserved	Paid	
968507574	MEAGHAN E CIBARICH	131518565	PASS	YES	<input type="checkbox"/>	Delete

Once all students have been marked as pass or fail, you MUST SAVE CHANGES! This part is important.

This screenshot is identical to the previous one, but with the 'Save Changes' button on the right highlighted with a red box and an arrow pointing to it. The 'PASS' grade in the 'Pass/Fail' column remains highlighted with a red box and an arrow. All other elements, including the student table, instructions, and navigation buttons, are the same as in the previous screenshot. The release version 'Release 1.4.1.0001j' is also present at the bottom right.

From here, you can print the roster to go with the triplicate forms.




Manage Students

Class ID #: 56926 Class Type: TRAPPER Class Dates: 05/10/2013 to 05/10/2013

Entering the student's Customer ID Number and DOB and choosing autofill will automatically fill in the student's information. If you do not have the student's Customer ID Number, select 'Enter Student Information' and enter the student information in the appropriate boxes.

☒ Enter Customer Information ☐ Enter Student Information

DNR Customer ID: Date of Birth: 

Reserved Seat:

Click on a student name below to edit a student record. Update student pass/fail grades and choose Save Changes. All grades must be complete in order to submit the final roster.

Customer ID	Name	Confirm. #	Pass/Fail	Reserved	Paid	
968507574	MEAGHAN E CIBARICH	131518565	PASS ▾	YES ▾	<input type="checkbox"/>	Delete

Send Email To Students

Print Roster

Save Changes

Print Student Certificates

Return to Class

Return to Main Menu

Release 1.4.1.0001j

Roster front

LEAVE BLANK - DNR USE ONLY			
Student # _____ to _____		Date Issued _____	
State of Wisconsin Department of Natural Resources		Course #: 21025 Class Type: TRAPPER # of Student Packages: 0 Instructor Name: ALB ENR, GERMANN Start Date: 05/10/2013	
Safety Course Roster and Remittance Form: 2500-065 (R 1/2005)			
H	<input type="checkbox"/> Hunter (\$ 29.99/Wis. State)	B	<input type="checkbox"/> Bowing (\$ 307.40/Wis. State)
R	<input type="checkbox"/> Bow Hunter (\$ 29.99/Wis. State)	A	<input type="checkbox"/> ATV (\$ 23.33/50p, Wis. State)
F	<input type="checkbox"/> Advanced Rifle	B	<input type="checkbox"/> Shotgun (\$ 350.00/2, Wis. State)
G	<input type="checkbox"/> Advanced Shotgun	M	<input type="checkbox"/> Advanced Muzzleloader
I	<input type="checkbox"/> Hunter Internet Field Day	T	<input checked="" type="checkbox"/> Trapper

MAIL ROSTER, STUDENT CARDS, CHECKS AND MONEY ORDERS TO:
Department of Natural Resources
Bureau of Law Enforcement
P.O. Box 7521
Madison, WI 53707-7521

Notes: The Lead Instructor is required to complete this form to document instruction, student and payment of fees for safety courses, required under Sections 25.02, 20.14, and 250.05, Wis. Stats. Personally identifiable information collected may be used for participation in surveys, eligibility for approval, law enforcement purposes and may be provided to requestors as required by Wisconsin's Open Records law (ss. 19.31-19.39, Wis. Stats.).

Complete Student Information on the reverse accurately. Do not pass this roster around the class or share it with others.

Class Dates	Course Length	No. of Students	Class Fee payable to DNR:
Start Date: 05/10/2013	End Date: 05/10/2013	8	1
			\$ _____ Total Fees Collected (\$10/student)
			\$ _____ (Minus) Instructor Expenses
			\$ _____ Total Fees Remitted to DNR (Must be at least 50% of the total fees collected)

Complete for Hunter Education Course Only:

Shooting Facilities Available? ☐ Yes ☐ No Shotgun Firing? ☐ Yes ☐ No
Rifle Firing? ☐ Yes ☐ No Bow and Arrow? ☐ Yes ☐ No

* Include name and instructor number of ALL instructors taking part in this course.
* COMPLETE ALL student information.
* Make a copy of this roster for your records.

County: DANE - 13
Total Volunteer Instructor Hours Included in Conducting This Course (Include Preparation) for all the instructors involved: 16

Lead Instructor (type or print)	Lead Instructor Hours Volunteered	Instructor No.
ALB ENR, GERMANN	8	34080

I certify these records to be true and accurate.

Lead Instructor Signature: _____ Date Signed: _____ Telephone Number: _____

Address: _____ City, State, ZIP Code: 101 S WEBSTER, WI, 53703

All Other Instructors (type or print)	Hours Volunteered	Instructor No.	All Other Instructors (type or print)	Hours Volunteered	Instructor No.
Print/Type OLSON, JAMES	8	34657	Print/Type		
Sign			Sign		
Print/Type			Print/Type		
Sign			Sign		
Print/Type			Print/Type		
Sign			Sign		
Print/Type			Print/Type		
Sign			Sign		
Print/Type			Print/Type		
Sign			Sign		

If space is needed for additional instructors, please use another sheet of paper.

Concession Warden (type or print)	Instructor No.
KROEPLIN, NATHAN A.	21025

For Roster Services, Please Double Check Your Roster for Accuracy, Thank!!



1

12



Roster back

Student Information (Type or print)				Safety Course Roster and Remittance Form 8500-025 (R. 5/03)	
Please use complete given names—do NOT use nicknames				DNR Course ID	
DNR Cert. No. #	Last Name	First	M	Complete Address	
965807574	C. B. RICH	M. E. CHAM	E	104 PARKWAY DR. MONOMON, VA, 53716	
<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Birthdate (M-D-Y)	Telephone Number			
	03/04/1979				
DNR Cert. No. #	Last Name	First	M	Complete Address	
<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Birthdate (M-D-Y)	Telephone Number			
DNR Cert. No. #	Last Name	First	M	Complete Address	
<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Birthdate (M-D-Y)	Telephone Number			
DNR Cert. No. #	Last Name	First	M	Complete Address	
<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Birthdate (M-D-Y)	Telephone Number			
DNR Cert. No. #	Last Name	First	M	Complete Address	
<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Birthdate (M-D-Y)	Telephone Number			
DNR Cert. No. #	Last Name	First	M	Complete Address	
<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Birthdate (M-D-Y)	Telephone Number			
DNR Cert. No. #	Last Name	First	M	Complete Address	
<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Birthdate (M-D-Y)	Telephone Number			
DNR Cert. No. #	Last Name	First	M	Complete Address	
<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Birthdate (M-D-Y)	Telephone Number			
DNR Cert. No. #	Last Name	First	M	Complete Address	
<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Birthdate (M-D-Y)	Telephone Number			
DNR Cert. No. #	Last Name	First	M	Complete Address	
<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Birthdate (M-D-Y)	Telephone Number			
DNR Cert. No. #	Last Name	First	M	Complete Address	
<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Birthdate (M-D-Y)	Telephone Number			
DNR Cert. No. #	Last Name	First	M	Complete Address	
<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Birthdate (M-D-Y)	Telephone Number			
DNR Cert. No. #	Last Name	First	M	Complete Address	
<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Birthdate (M-D-Y)	Telephone Number			
DNR Cert. No. #	Last Name	First	M	Complete Address	
<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Birthdate (M-D-Y)	Telephone Number			
DNR Cert. No. #	Last Name	First	M	Complete Address	
<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Birthdate (M-D-Y)	Telephone Number			
DNR Cert. No. #	Last Name	First	M	Complete Address	
<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Birthdate (M-D-Y)	Telephone Number			

It looks a little different than our previous roster, but not too much. From here, you are almost done! Your last step will be to submit your roster and fees. To do this, select “return to class” at the bottom of the screen.

Wisconsin Department of Natural Resources

Manage Students

Class ID #: 56926 Class Type: TRAPPER Class Dates: 05/10/2013 to 05/10/2013

Entering the student's Customer ID Number and DOB and choosing autofill will automatically fill in the student's information. If you do not have the student's Customer ID Number, select 'Enter Student Information' and enter the student information in the appropriate boxes.

☒ Enter Customer Information ☐ Enter Student Information

DNR Customer ID: Date of Birth:

Reserved Seat:

Click on a student name below to edit a student record. Update student pass/fail grades and choose Save Changes. All grades must be complete in order to submit the final roster.

Customer ID	Name	Confirm. #	Pass/Fail	Reserved	Paid	
968507574	MEAGHAN E CIBARICH	131518565	PASS	YES	<input type="checkbox"/>	Delete

[Send Email To Students](#)
[Print Roster](#)
[Save Changes](#)
[Print Student Certificates](#)

[Return to Class](#) [Return to Main Menu](#)

Release 1.4.1.0001j

Then select “Submit Final Roster and/or Class Fees”.

Wisconsin Department of Natural Resources

Update Class

Class Type: Begin Date: End Date:

Days of Week:
☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☒ Friday ☐ Saturday ☐ Sunday

Start Time: End Time: Course Length (hrs): Class Amount:

Class Location:
Facility Name:
Street Address:
City, State, Zip:
County:

Primary Contact: ☒ Use Instructor Information
Name:
Phone:
Email:

Note: Information entered or edited in this area will be stored for this class only. For permanent changes to instructor information, click on "Update My Instructor Information" on the main menu.

Students Currently Enrolled: 0 Max # Students Allowed: # Seats Reserved: # Packets Needed: Allow Online Registration: ☒ No ☐ Yes

Alternate Shipping Address (if supplies are not to be shipped to instructor's address on file):
Ship To Company Name:
Ship To Name:
Street Address:
City, State, Zip:

Additional Class Date/Time/Location Information:
TEST CLASS. FIRST DAY STARTS AT 8 AM. SECOND DAY BEGINS AT 9 AM. MUST ATTEND ORIENTATION AT 6 PM ON THURSDAY, MAY 9.

Additional Instructors:

Name	Type	Hours	Phone
GERIANN ALBERS	MAIN	8.0	Edit Hours

[Add Conservation Warden](#)
[Add Instructor\(s\)](#)

[Return to Main Menu](#) [Save Class Updates](#) [Submit Final Roster and/or Class Fees](#)

Release 1.4.1.0001j

You will see a screen asking you to certify the information you are submitting is true. This is just to remind folks that saying people passed who did not take the course is discouraged. DO NOT continue if you are still adjusting your roster. This is your last step. If you have the roster complete, click YES, I Agree.

The screenshot shows a web browser window with the URL https://jwc.activeoutdoorsolutions.com/wi_ises/app/classInfo.do?method=viewSubmitRost. The browser's address bar also shows a tab titled 'Submit Final Roster and Cla...'. The page features a header with the Wisconsin Department of Natural Resources logo and a navigation bar with various icons. The main content area is titled 'Submit Final Roster & Class Fees' and contains a certification statement: 'I certify that the information I have provided is true to the best of my knowledge and I understand that I may be required to verify the information upon request. I understand that any false, misleading, or missing information may result in revocation of my instructor certification.' Below this statement are two buttons: 'YES, I Agree' and 'NO, I Disagree'. A small red text 'Release 1.4.1.0001j' is visible at the bottom right of the page.

Course fees can ONLY be submitted through this website by credit or debit card. If you need to pay by check, please send it with the printed roster. Changing student status to “passed” will update their accounts to show they have passed, so you can still submit fees the old way. You MUST submit at least half of the course fees. You may keep the other half, no questions asked, for expenses. If you have expenses over half of the fees, submit receipts to the WTA Statewide Trapper Education Coordinator for reimbursement. If you’d like to submit fees online, you will see this screen.

The screenshot shows a web form titled 'Submit Final Class Roster & Fees'. It displays class information: 'Class ID #: 56926', 'Class Type: TRAPPER', and 'Class Dates: 05/10/2013 to 05/10/2013'. A thank you message follows: 'Thank you for choosing to electronically submit your class information & fees. This site provides you a secure, easy and convenient method to submit your class fees.' The 'Payment Method' section states 'We accept VISA and MasterCard'. It shows a calculation: 'Total Fees Collected at \$12.00 per student: \$12.00', 'Minus Instructor Expenses: [input field]', and 'Total Amount to be Submitted to DNR: \$12.00'. The 'Credit Card Payment Information' section includes a 'Card Type' dropdown set to 'VISA', a 'Card Number' input field, a 'Card Identification Number' input field with a link 'Help for Card Identification Number', and an 'Expiration Month/Year' dropdown set to 'January / 2013'. A red 'Charge Amount: \$12.00' is displayed. Below this is a section titled 'Enter the Name and Zip Code that appear on your credit card or bank statement' with 'Name:' and 'Zip Code:' input fields. A green 'Complete Payment' button is at the bottom. At the very bottom, it says 'Payments Processed by Active Merchant Services, Part of the Active Network, Inc.' and has two buttons: 'Cancel & Return to Main Menu' and 'Cancel & Return to Class'. A small red text 'Release 1.4.1.0001j' is visible at the bottom right.

Put your expenses into the box labeled “Minus instructor Expenses”.

Submit Final Class Roster & Fees

Class ID #: 56926 Class Type: TRAPPER Class Dates: 05/10/2013 to 05/10/2013

Thank you for choosing to electronically submit your class information & fees.
This site provides you a secure, easy and convenient method to submit your class fees.

Payment Method
We accept VISA and MasterCard

Total Fees Collected at \$12.00 per student: \$12.00

Minus Instructor Expenses:

Total Amount to be Submitted to Bank: \$12.00

Credit Card Payment Information

Card Type: VISA

Card Number:

Card Identification Number: [Help for Card Identification Number](#)

Expiration Month/Year: January / 2013

Charge Amount: \$12.00

Enter the Name and Zip Code that appear on your credit card or bank statement

Name:

Zip Code:

Complete Payment

Payments Processed by Active Merchant Services, Part of the Active Network, Inc.

Cancel & Return to Main Menu **Cancel & Return to Class**

Release 1.4.1.000

Then enter your credit/debit card information and the name and zip code on your statement. This is your BILLING zip code.

Submit Final Class Roster & Fees		
Class ID #: 56926	Class Type: TRAPPER	Class Dates: 05/10/2013 to 05/10/2013
Thank you for choosing to electronically submit your class information & fees. This site provides you a secure, easy and convenient method to submit your class fees.		
Payment Method We accept VISA and MasterCard		
Total Fees Collected at \$12.00 per student: \$12.00 Minus Instructor Expenses: <input type="text" value="6.00"/> Total Amount to be Submitted to DNR: \$6.00		
Credit Card Payment Information		
Card Type: <input type="text" value="VISA"/>		
Card Number: <input type="text"/>		
Card Identification Number: <input type="text"/> Help for Card Identification Number		
Expiration Month/Year: <input type="text" value="January"/> / <input type="text" value="2013"/>		
Charge Amount: \$6.00		
Enter the Name and Zip Code that appear on your credit card or bank statement		
Name: <input type="text"/>		
Zip Code: <input type="text"/>		
Complete Payment		
Payments Processed by Active Merchant Services, Part of the Active Network, Inc.		
Cancel & Return to Main Menu	Cancel & Return to Class	

Then select “Complete Payment”.

Submit Final Class Roster & Fees

Class ID #: 56926 Class Type: TRAPPER Class Dates: 05/10/2013 to 05/10/2013

Thank you for choosing to electronically submit your class information & fees.
This site provides you a secure, easy and convenient method to submit your class fees.

Payment Method
We accept VISA and MasterCard

Total Fees Collected at \$12.00 per student: \$12.00
Minus Instructor Expenses: 6.00
Total Amount to be Submitted to DNR: \$6.00

Credit Card Payment Information

Card Type: VISA
Card Number:
Card Identification Number: [Help for Card Identification Number](#)
Expiration Month/Year: January / 2013
Charge Amount: \$6.00

Enter the Name and Zip Code that appear on your credit card or bank statement

Name:
Zip Code:

Complete Payment

Payments Processed by Active Merchant Services, Part of the Active Network, Inc.

Cancel & Return to Main Menu Cancel & Return to Class

Release 1.4.1.001

You will then see this screen:

Payment Confirmation

Class ID #: 55850 Class Type: TRAPPER Class Dates: 07/01/2012 to 10/01/2012

Your payment was accepted. Confirmation Number is: 56110194910
Please Print this Page for your records.

Total Fees Collected at \$12.00 per student: \$648.00
Minus Instructor Expenses: \$200.00
Total Amount Submitted to DNR: \$448.00

Return to Main Menu

You have successfully submitted your fees. Mail the triplicates and a copy of the printed roster to the Statewide Trapper Education Coordinator so they can put it in their records and send it on to the DNR for their paper records. The student’s account will automatically update with their new trapper ed number at midnight the night you mark them as “passed”.